

INSPECTION AND APPROVAL REQUIREMENTS

▪ **SCHEDULING INSPECTIONS** - It is the responsibility of the permit holder, or person doing the work authorized by the permit, to properly notify the building department of all work that is ready for inspection. Inspection requests may be filed in person at the building department office, or by entering a request on the **Telephone Inspection Processing System (T.I.P.S.)** by calling the number below, or through the website at www.co.routt.co.us/building . Inspections may be scheduled on the **T.I.P.S.** line or on the website through midnight the day prior to the inspection. All requests made through personal contact with the office must be received ***before 4:00 PM*** the day prior to inspection.

Note: in addition to TIPS, permit holders are responsible for contacting other inspecting agencies (such as City Public Works or County Road and Bridge) directly.

TELEPHONE INSPECTION PROCESSING SYSTEM T.I.P.S.

T.I.P.S. (Telephone Inspection Processing System) is an automated phone and Internet system that allows you to

- Schedule / cancel / reschedule inspections;
- Get inspection results;
- Obtain plan review status; and
- Obtain documents via FAX.

The T.I.P.S. phone number is **970-879-0013**. The T.I.P.S. system will guide you through the steps. After you use the system, you'll discover how convenient it is. T.I.P.S. is available twenty-four hours a day, seven days a week, except for daily maintenance during the night.

For a next working day inspection, you must enter your request before midnight 12:00 a.m. Friday Saturday & Sunday requests are scheduled for Monday. Weekend and governmental holidays are not considered working days. Inspections will be scheduled for the next working day, unless you choose otherwise in the system. You are able to schedule inspections up to five days out. If for any reason the system is unable to complete your transaction, please hang up and call the office (970.870.5566) for staff help during business hours 8:00 – 4:00, or leave a message on the office line. Inspections requested for the same day are subject to available time.

To schedule an inspection you will need the following:

- Your permit number (please use the letters and numbers on your key pad to enter).
- The three digit code(s) you would like to schedule, as shown on your job card stapled on the left hand side of your Owner Site set of plans or the T.I.P.S. brochure
- Be sure to **confirm** the inspection by choosing #1 at the end of the process!
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Important: For Special Instructions for the Inspector, please call the office before 4:00 p.m. at 970.870.5566 to schedule the inspection and to give your specifics. It is always a good idea to call the office between 8:00 and 8:30 a.m. the morning of the inspection to see where the inspector has you in his inspection schedule.

To schedule a re-inspection in the case where your inspection was not approved, simply use the same information you initially used to schedule the inspection, and schedule your inspection again. The T.I.P.S. line may say “This inspection has already passed. Would you still like to schedule this inspection?” Choose #1 for yes, and continue on with the automated system.

To re-schedule or cancel a same-day inspection you must call the office at 970.870.5566 between 8:00 and 8:30 a.m. on the day of the inspection. To cancel or re-schedule inspections for other than same-day you will need:

- The permit number;
- The three digit code of the inspection you want to cancel; and
- The date the inspection is to occur.

Please note that a re-inspection fee may be charged for inspections that are not ready and are not cancelled or re-scheduled.

To check plan review status you only need the permit number. Please use the letters and the numbers on your keypad to enter the permit number then follow the automated instructions.

Using the Internet to schedule an inspection: The website address is www.co.routt.co.us/building.

Click on the rust colored rectangular box "Schedule Inspections", fill in the permit number, the inspection code and click the submit button. **Be sure to confirm your request!** You may also "select" "cancel", "re-schedule" or "get results" for an inspection. Please remember that same-day cancellations and re-schedules must be done by calling the office at 970.870.5566 between 8:00 and 8:30 a.m. the day of the inspection.

Will T.I.P.S. ever not allow an inspection to be scheduled? YES.

- If fees are due, and a full permit or sub permits need to be issued, no inspections will be able to be scheduled until those fees are paid.
- You may schedule an inspection *after* the permit has been issued.
- If the three-digit number of the inspection you want to schedule has not been entered into your choices, you will not be able to schedule an inspection. Please call the office at 970.870.5566 to make the appropriate changes, and to schedule the needed inspection(s).

What inspections are required for my project?

- The inspection item numbers are printed on the backside of your permit card that is attached to the Owner Site copy of the plans, on the left hand side. Please use the last three digits when scheduling an inspection. These are the same inspection numbers that are attached to your permit in our computer files.
- The T.I.P.S. system can fax you a list of all inspections. Or, pick up a T.I.P.S. brochure at the Building Department. Some inspections listed may not be attached to your permit.

WORK READY FOR INSPECTION. It is the responsibility of individuals scheduling inspections to make sure the work is ready to be inspected and that the job is accessible and exposed for inspection purposes. A *reinspection fee* will be assessed for work that is not ready and the inspection has not been canceled.

** Please schedule building, electrical, plumbing and mechanical rough-in or final inspections for the **same day!** Due to the large geographical area served and the travel time involved, it is impractical for building department inspectors to make numerous trips to an individual job site for rough-in or final inspections.*

APPROVED PLANS AT JOB SITE. The owner's copy of the *approved* plans and specifications shall be readily available, at the construction site, for inspectors at the time of inspection. The owner's or construction site copy shall be maintained in legible condition.

** INSPECTIONS WILL NOT BE DONE IF APPROVED PLANS ARE NOT AVAILABLE. Please be sure to post your Property Identification Card with a separate address clearly visible from the road before inspection.*

▪ REQUIRED INSPECTIONS - All construction or work for which a permit is required shall be subject to all inspections required by the adopted model codes and standards. Please see the Owner's Site Copy for a list of required inspections stapled to the left-hand side of your plans. Or pick-up a T.I.P.S. brochure. **Contact City Public Works for more information on City Preliminary and Final ROW inspection requirements.**

** To minimize delay of inspection approvals, please check to see that the work is in reasonable compliance with the approved plans and specifications prior to requesting inspections.*

✳ *Work shall not be done on any part of the building systems, building or structure beyond the point indicated in each successive inspection without first obtaining the approval of the building department.*

✳ *No part of any building or structure shall be covered or concealed without first obtaining the required inspections and approvals by the building department. The building department shall not be liable for any expense entailed in the removal or replacement of any material required to allow proper inspection.*

FOUNDATION INSPECTIONS. Foundation inspections are required as follows:

- **Footing inspection.** To be made after excavations for footings are complete and reinforcing steel is in place (*prior to placing concrete*). Footings poured monolithically with slabs shall be inspected. All deck and porch pads and piers shall be inspected. Excavations will be checked to verify that footings are placed at the proper depth on the soils as indicated in the soils report. When fills are used to support footings an engineer's report of satisfactory placement of fill shall be available to the inspector at the time of inspection.
- **Wall and pier inspection.** To be made after concrete wall and pier forms and required reinforcing steel is in place (*prior to placing concrete*). Masonry walls shall be inspected after masonry units are laid and required reinforcing steel is in place (*prior to placing grout*). Wood Foundation (AWWF) systems shall be inspected after the wood walls have been erected and all fasteners are in place.
- **Concrete slab inspection.** Concrete slabs on grade may be poured after all in-slab or under-slab conduit, ductwork, piping and any other equipment has been inspected and approved. Footings poured monolithically with slabs shall be inspected.

✳ **Foundation Location Survey.** Within the City of Steamboat Springs, you will need to provide the City Planning Department with documentation that your foundation has been placed in the proper location on your lot. You have 30 days from the date of the last foundation inspection to submit this survey to the City.

ROUGH INSPECTIONS. Rough inspections of the building and all building service equipment are required as follows:

- **Rough frame inspections.** Structural and non-structural framework shall be inspected after the roof, framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing and mechanical systems are installed and ready for inspection.

✳ *Truss certificates of design shall be available for the inspection of all wood truss systems. It is important that you review the certificates of design to make sure that all required truss bracing is in place at the time of the frame inspection.*

- **Rough electrical inspections.** Electrical cable and conduit shall be inspected and approved before being concealed. All outlet boxes shall be mounted and cable and conduit shall be installed and properly supported. Conductors (wires) in outlet boxes, including grounds, shall be made up and connected. Metal boxes shall be grounded. Required nail plate protectors shall be installed. *See section on Temporary Electrical Service in Connection to Utilities Section.*

✳ *Plugs, switches and fixtures shall not be installed at the time of rough inspection!*

- **Rough plumbing inspections.** Water piping, drain, waste and vent piping, and fuel gas piping shall be inspected and approved before being concealed. Piping shall be installed, properly supported and pressure tested as required. Water meters shall be installed where required. Pressure tests shall be conducted in the presence of the inspector. The permit holder shall be responsible for providing the equipment, material and labor necessary for the required pressure tests. Required nail protection plates shall be installed.

PRESSURE TESTING REQUIREMENTS:

- **DWV piping:** *The drainage, waste and vent system may be tested with air or water. Water tests may be applied to the entire system or in sections; no system or section shall be tested with less than a ten (10) foot head of water.*

Air tests shall be made by forcing air into the system until there is a uniform gage pressure of 5 psi. In either method of test, the piping shall withstand the test, without leaking, for not less than fifteen (15) minutes.

▪ *Water piping: The hot and cold water supply system shall be tested and proved tight under a water pressure not less than the working pressure under which it is to be used. Water used for tests shall be obtained from a potable source. A 50 psi air pressure test may be substituted for the water test. In either method of test, the piping shall withstand the test, without leaking, for not less than fifteen (15) minutes.*

▪ *Fuel Gas piping: Gas piping shall be tested and proved tight under an air pressure of not less than 1 ½ times the working pressure, but not less than 3 psi for not less than ten (10) minutes for pipe volumes up to 10 cubic feet. When pipe volume is greater than 10 cubic feet, the test duration is 30 minutes per 500 cubic feet or fraction thereof.*

✱ *Make sure that the work will stand the required pressure test before requesting inspections!*

✱ *In cases where it is impractical to provide the aforementioned tests for minor installations and repairs, the tests may be waived when first approved by the building department.*

- **Rough mechanical inspections.** Mechanical systems shall be inspected and approved before being concealed. Ductwork, appliance vents, chimneys, hydronic piping systems, process piping systems, and fuel gas piping shall be installed, properly supported and pressure tested as required. Pressure tests shall be conducted in the presence of the inspector. **The permit-holder shall be responsible for providing the equipment, material and labor necessary for the required pressure tests.** Required nail protection plates shall be installed.

PRESSURE TESTING REQUIREMENTS:

▪ *Fuel Gas piping: Gas piping shall be tested and proved tight under an air pressure of not less than 1 ½ times the working pressure, but not less than 3 psi for not less than ten (10) minutes, for pipe volumes up to 10 cubic feet. When pipe volume is greater than 10 cubic feet, the test duration is 30 minutes per 500 cubic feet or fraction thereof.*

▪ *Process piping: Piping used to convey liquids or gases for research, laboratory or production processes shall be tested and proved tight with a pressure test of not less than two and one-half (2½) times the maximum designed operating pressure but in no case less than 100 psig.*

✱ *Make sure that the work will stand the required pressure test before requesting inspections!*

✱ *It is the policy of Routt County Regional Building Department to allow hydronic piping for hot-water heating systems, which are not located in or under concrete slabs, not to be tested in the presence of the inspector. Contractors or installers shall provide documentation to the building department that they have properly tested the system as required.*

✱ *See Connection to Utilities section for Gas Utility Service.*

- **Rough pool, spa and hot tub inspections.** Pool, spa and hot tub piping shall be inspected and approved before being concealed or covered. Piping shall be installed, properly supported and pressure tested as required. Pressure tests shall be conducted in the presence of the inspector. **The permit holder is responsible for providing the equipment, material and labor necessary for inspection tests.**

PRESSURE TEST REQUIREMENT:

▪ *Circulation piping: Pool, spa and hot tub circulation piping shall be tested and proved tight under a static water or air pressure test of 35 psi for not less than fifteen (15) minutes.*

✱ *Make sure that the work will stand the required pressure test before requesting inspections!*

✱ *Plumbing, mechanical, and electrical installations related to pool, spa and hot tub installation shall be subject to the requirements for rough electrical, plumbing, and mechanical inspections.*

- **Rough fire detection system inspections.** Fire detection wiring systems shall be inspected and approved by the Fire Marshal before being concealed. Detector outlet boxes and pull station boxes shall be mounted, and signal wires shall be installed and properly supported. Required nail plate protectors shall be installed.
- **Rough fire suppression system inspections.** Fire suppression piping systems shall be inspected and approved by the Fire Marshal of the appropriate fire district before being concealed. Piping shall be installed, properly supported and

pressure tested as required. Pressure tests shall be conducted in the presence of the inspector. **The permit-holder shall be responsible for providing the equipment, material and labor necessary for the required pressure tests.** Tests shall include the fire department connection and its piping. All fire suppression and detection system inspections will be performed by the appropriate rural fire protection district or the City of Steamboat Springs. Contact the local fire department for inspections

PRESSURE TEST REQUIREMENT:

▪ **Wet pipe systems:** All piping and attached appurtenances subject to system working pressure shall be hydrostatically tested at 200 psi, and shall maintain that pressure without loss for two (2) hours.

▪ **Dry pipe systems:** All piping and attached appurtenances subject to system working pressure shall be hydrostatically tested at 200 psi, and shall maintain that pressure without loss for two (2) hours. In addition to the standard hydrostatic test, an air pressure test of 40 psi for not less than 24 hours is required. Leakage that results in a loss of pressure in excess of 1¹/₂ psi for the 24 hours shall be corrected.

GYPSUM WALLBOARD AND SHEATHING INSPECTIONS. Gypsum wallboard (*drywall*) and sheathing shall be inspected and approved before joints and fasteners are taped, finished or concealed. All rough inspections shall be approved *before* installing gypsum wallboard. **All fire resistive drywall assemblies shall be inspected.** *Exception: Drywall inspections will not be required for detached single family dwellings.*

FINAL INSPECTIONS. Final inspections and approvals of buildings and building service equipment, for which permits have been issued, shall be made after finish grading and the building is completed and ready for occupancy. A final inspection will also be required for all new construction within the City of Steamboat Springs. Please call the Planning Department at 879-2060 to schedule this inspection. Final inspections are required as follows:

- **Final building inspections.** All permanent roofing, siding and veneers for protection of weather-exposed surfaces shall be installed. Exterior doors and window shall be installed. Exterior decks and guardrails shall be completed. Required interior finishes shall be completed. Required fire-resistive assemblies shall be completed and required fire doors and windows shall be installed. Exterior and interior stairs shall be completed including required guardrails and handrails. Required smoke detectors shall be installed. Finish grade and exterior drainage shall be completed. Permanent address numbers shall be installed.
- **Final electrical inspections.** All electrical fixtures and equipment shall be installed and in operating condition.
- **Final plumbing inspections.** All plumbing fixtures, traps and equipment shall be installed and in operating condition.
- **Final mechanical inspections.** All mechanical appliances and equipment shall be installed and in operating condition and tested and approved as may be required by the Mechanical Code.
- **Pools, spas and hot tubs.** All pool, spa and hot tub appliances and equipment shall be installed and in operating condition.
- **Final fire suppression system inspections.** All fire suppression system equipment and appurtenances shall be installed. Hydrostatic tests are also required at this final inspection by the Fire Marshal.
- **Final fire detection system inspections.** All fire detection system equipment shall be installed and in operating condition and shall be tested and approved by the Fire Marshal as required by the Fire Code.

* *Final inspections and approvals are required for all work for which permits have been issued.*

▪ **SPECIAL INSPECTIONS** - In addition to the *REQUIRED INSPECTIONS* as listed above, the owner or the owner's agent is required to employ special inspectors, when required by the code, architect or engineer, for all types of work which require special inspections pursuant to Chapter 17 as specified by the IBC 2006 (International Building Code 2006).

✱ *It is the responsibility of the architect or engineer in charge of the structural design work to include special inspection requirements in the construction documents.*

▪ **CONNECTION TO UTILITIES** - No person shall make connections from a source of energy, fuel or power to building service equipment, which is regulated by the technical codes for new buildings or structures, until approved by the building department.

ELECTRIC UTILITY SERVICE. The building department will approve electrical utility service connections as follows:

Construction electrical service (CES). Transient electrical service equipment, temporarily located for construction purposes only, will be approved for utility connection after the installation has been inspected and approved.

Temporary electrical service (TES). The temporary connection of electrical building service equipment to the electrical utility will be approved only for the purpose of testing building service equipment, temporary heat, or for use under a temporary Certificate of Occupancy, provided 1) the property owner shall sign a "Temporary Electric Service Agreement" form, 2) all required rough inspections shall be approved, 3) access driveways and required right-of-way (ROW) improvements shall be completed, inspected and approved (this inspection needs to be scheduled through the engineering department of your jurisdiction), and

Final electrical service. The final approval for permanent connection of the electrical utility service will be given when all required final building and building service equipment inspections have been completed and approved and the building is approved for occupancy.

GAS UTILITY SERVICE – APPROVAL FOR SERVICE Gas utility service and LPG fuel connections will be approved, provided 1) all rough mechanical inspections are approved, 2) at least one (1) permanent building heating appliance is installed, inspected and approved for operation, 3) combustion air provisions have been complied with, and 4), if necessary, permanent LPG yard piping is installed and approved. A "green tag" will then be placed on your line to inform the gas company to install your meter.

▪ **CERTIFICATES OF OCCUPANCY** - Buildings or structures which are new or have undergone major additions and alterations or changes in occupancy classification shall not be used or occupied until a **CERTIFICATE OF OCCUPANCY** has been issued.

When final inspections for building and building service equipment have been approved and other local government departments (*i.e., Planning, Engineering, Health, Fire Prevention, etc.*) have granted their approvals the **CERTIFICATE OF OCCUPANCY (CO)** will be issued. With the exception of one and two family dwellings, Certificates of Occupancy shall be posted in a conspicuous place on the premises. Certificates of Occupancy are not required for minor additions, alterations or remodels to existing structures when no change of occupancy classification occurs. These projects will be issued a **CERTIFICATE OF APPROVAL** upon completion.

The building official may issue a **TEMPORARY CERTIFICATE OF OCCUPANCY (TCO)** for use of a portion or portions of a building or structure prior to completion of the entire building provided, no substantial hazard will result from occupancy of the portion or portions before the entire building is complete.